DETAILED INSPECTION CHECKLIST

FA SC STMT   TEXT

754   GROUND MAINTENANCE MANAGEMENT
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754 01   INTRODUCTION

754 01 001   Does the unit's Table of Organization and Equipment (T/O&E) contain a
                  Mission & Tasks statement along with a logistics capability paragraph?
                  Reference
                  MCO P4790.2C, par 1003.1g and 2001.2, and 4a of appendix
                  E, MCO P5311.1C, NAVMC 11355

754 02   MISSION

754 02 001   Is the unit performing only the authorized maintenance actions as
                  prescribed in their respective T/O&E logistics capabilities statement or
                  the authority has been delegated per the references?
                  Reference
                  MCO P4790.25

754 03   MAINTENANCE ADMINISTRATION

754 03 001   Has a Maintenance Management Officer (MMO) been assigned in writing?
                  Reference
                  MCO P4790.2C par 1004.3

754 03 002   Does the MMO plan, organize, and coordinate the use of all maintenance
                  resources within the unit?
                  Reference
                  MCO P4790.2C, par 1004.3e(1)b

754 03 003   Does the MMO publish Maintenance Management Standing Operating
                  Procedures (MMSOP) or local written procedures identifying the
                  commander's additional policy guidance requirements when deviation
                  from or amplification to the Major Subordinate Command (MSC)
                  Maintenance Management Standing Operating Procedures (MMSOP) is
                  required?
                  Reference
                  MCO P4790.2C, par 1004.4

754 03 004   Does the unit MMSOP delineate responsibilities and establish management procedures?
Reference
MCO P4790.2C, appendix A

754 03 005   Is the MMSOP readily available to maintenance personnel and are they familiar with its contents?
Reference
MCO P4790.2C, par 2b of appendix A

754 03 006   Does the unit MMO plan and conduct detailed maintenance related inspections?
Reference
MCO P4790.2C, par 1004.3e(1)d and 4007

754 03 007   Do the commodity managers develop and maintenance desktop procedures/turnover files for each maintenance management functional area in accordance with the reference?
Reference
MCO P4790.2C par 1004.3e(1)e; par 1005

754 04   PERSONNEL AND TRAINING

754 04 001   Does the MMO coordinate an annual review of the T/O&E by equipment commodity section and advise the commanding officer and S-1 of recommended changes?
Reference
MCO P4790.2C, par 1004.3e(2)a and 2003.1a

754 04 002   Does the MMO advise the commander and S-1 on the assignment and use of maintenance and maintenance management personnel?
Reference
MCO P4790.2C, par 1004.3e(2)a and 2003.1b(1)

754 04 003   Does the Annual Training Plan include the commander's policy on maintenance and maintenance management training, to include the minimum maintenance and maintenance management training requirements?
Reference
MCO P4790.2C, par 2003.2c and appendix a par 4001

754 04 004   Has the commanding officer established a regular training program on the proper application of Uniform Material Movement and Issue Priority System (UMMIPS) for all personnel who assign urgency of need designators?
NOTE: A "regular training program" is defined as "every time the unit updates/creates the UMMIPS authorization letter".
Reference
MCO 4400.16, par 7b of encl 1

754 04 005   Does the MMO conduct maintenance supervisor training with emphasis placed on the implementation, direction, control, and review of the maintenance programs?
Reference
MCO P4790.2C, par 1004.3e(2)b and 2003.2b

754 04 006   Does the MMO maintain a copy of the current Individual Training Standards (ITS) orders for Military Occupational Specialties (MOS) under his/her cognizance and has training been established in accordance with those standards?
Reference
MCO P4790.2C, par 1004.3e(2)b; MCO 1510.34A, par 3c and 5b and applicable orders

754 04 007   Do the Individual Training Records (ITRs) document Mastery of individual tasks based upon the METL/T&R events?
Reference
MCO 1553.3A, encl 1, MCO P3500.72A, MCRP 3-0A chap 5, MCRP 3-0B, appendix b; NAVMC 3500.XX T&R MANUEL

754 05   RECORDS AND REPORTS

754 05 001   Does the MMO coordinate with commodity managers to Ensure procedures are established for the evacuation and reconciliation of equipment with respective supporting maintenance activities?
Reference
MCO P4790.2C, par 2004.3 and appendix c par 2c(4), MCO 4400.16H table 1-2

754 05 002   Has the MMO established standardized procedures for the submission of Product Quality Deficiency Reports (PQDR)?
Reference
MCO P4790.2C, par 1004.3e(3)b,MCO 4855.10B

754 05 003   Has the unit established a single point responsible for reviewing the modification control program, and coordinating with commodity managers to ensure that modifications control records are established and maintained?
Reference
MCO P4790.2C, par 1004.3e(3)c and d and 3004.5; GPN 4-12

754 05 004   Does the MMO coordinate with commodity managers to ensure the establishment and maintenance of inventory control records and procedures?
Reference
MCO P4790.2C, par 2004.11 and 2005.2, and appendix d; and par 2-6

754 05 005   Does the MMO coordinate with commodity managers to ensure the establishment and maintenance of a calibration control program?
Reference
MCO P4790.2C, par 1004.3e(3)e, and 2005.2, GPN 4-12

754 06   PUBLICATIONS CONTROL

754 06 001   Does the MMO coordinate with the G-1/S-1 and commodity managers to ensure that adequate quantity of maintenance and maintenance management related publications are resident on the unit's current publications listing (PL)?
Reference
MCO P4790.2C, par 1004.3e(4)a and 2008.1a(1), par 12 of appendix b; and MCO P5600.31G, par 3206.1

754 06 002   Does the MMO coordinate with the G-1/S-1 to ensure that effective publication internal distribution control procedures are established?
Reference
MCO P4790.2C, par 1004.3e(4)b, 2008.1b, 14d of appendix b, and MCO P5600.31G, par 3210.2a

754 06 003   Does the MMO coordinate with commodity managers to ensure all publication libraries are up-to-date and all shortages are on order?
Reference
MCO P4790.2C, par 1004.3e(4)c and 2008.1c and d, 15 and 16 of appendix b

754 06 004   Does the MMO coordinate with commodity managers to ensure the proper use and management of NAVMC 10772 forms?
Reference
MCO P4790.2C par 1004.3e(4) and appendix a par 7001.7

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754 07   MAINTENANCE RELATED PROGRAMS

754 07 001   Does the MMO coordinate the unit's participation in the administrative
                storage and administrative deadline program?
                Reference
                MCO P4790.2C, par 1004.3e(8)

754 07 002   Does the MMO coordinate the unit's participation in the maintenance
                stand down program?
                Reference
                MCO P4790.2C, par 1004.3e(8)

754 07 003   Does the MMO coordinate the units participation in the Corrosion,
                Prevention, and Control (CPAC) program?
                Reference
                MCO P4790.2C, par 1004.3e(8)g

754 07 004   Has a Corrosion Prevention and Control Program been implemented to
                inspect, clean and preserve those end items and components subjected
                to deteriorative efforts of corrosion and wear?
                Reference
                MCO 4790.18 par 4b(6)

754 08   EQUIPMENT AVAILABILITY

754 08 001   Is the unit accurately reporting its authorized allowance and on hand
                quantity on the Equipment Status Report?
                Reference
                MCO P4790.2C appendix C par 2c(4)c(1); MCO 3000.11E; MCBul 3000,
                CMC DTG 071752Z Oct 09

754 08 002   Is the readiness status of all Materiel Readiness Reportable (MRR) PEIs
                accurately reflected on the unit's Equipment Status Report?
                Reference
                MCO P4790.2C appendix c par 2c(4)a, MCO 3000.11E par 4b

754 09   SUPPLY SUPPORT

754 09 001   Does the MMO ensure procedures are established for placing newly
                fielded equipment into service?
                Reference
                MCO P4790.2C par 1004.3.e(7)a, appendix a par 3004; MCO
                4105.2 par 5(d)1

754 09 002   Does the MMO ensure that the unit followed all instructions for placing newly fielded equipment into service per the Fielding Plan?
Reference
MCO P4790.2C par 1004.3.e(7)a, appendix A par 3004; Applicable Fielding Plan; MCO 4105.2 par 5d(1)

754 09 003   Does the MMO reconcile with Supply to validate maintenance related requisitions status' and identify trends?
Reference
MCO P4790.2C par 1004.3e(3)

754 09 004   Does the MMO ensure that Demand-Supported Items are approved in writing?
Reference
MCO P4790.2C par 2004.7; MCO 4400.150 chap 2 par 16c(1)a

754 09 005   Does the MMO coordinate with commodity managers to ensure proper stockage and utilization of Demand-Supported Items?
Reference
MCO P4790.2C par 2004.7; MCO 4400.150 chap 2 par 16a(1-3) and 16c(2-3) and d